

2019 OLA-WLA JOINT CONFERENCE

Policy and Agreement

Overview

This Joint Conference Policy and Agreement (the Agreement) is made between the Oregon Library Association (OLA) and the Washington Library Association (WLA). The Agreement is to plan and execute a joint conference in Vancouver, WA, April 17-20, 2019 (the Conference).

OLA and WLA Conference Committee Chairs (the Chairs) shall provide direction and leadership for the Conference Committee (the Committee), with support and guidance from the WLA office. The Committee must be made up of current members of either Association. The Committee shall operate under the direction of the Chairs and in collaboration with the OLA and WLA Boards and the WLA office.

The WLA office, with administrative support from OLA's Association Manager, shall provide contract and facility negotiations, Conference website hosting and maintenance, registration form creation and processing, and financial management before, during, and after the Conference. The WLA office and OLA Association Manager shall also provide onsite registration desk staffing and onsite support for all Conference events and Committee tasks.

Conference Registration Rates

Conference registration rates shall be determined by the Committee after an assessment of recent OLA and WLA Conference pricing. Registration rates shall be established for Members, with a reduced Student/Friend/Trustee/Retired/Unemployed/Emeritus Member rate, and an increased Non-Member rate. An Early Bird rate shall also be established.

Preconference Registration Rates

Preconference registration rates shall be determined by the Committee after an assessment of recent OLA and WLA Preconference pricing. Registration rates shall be established for Members, with an increased Non-Member rate. Preconference rates shall include a \$20 administrative fee that will be refunded if the Preconference is canceled by the Committee. A Preconference registrant will receive a full refund minus the \$20 administration fee if cancellation is made by the established deadline. If cancelled after the deadline, registrant will receive no refund. Exceptions shall be made at the discretion of the Chairs.

The WLA office will monitor Preconference registration levels, and if any are not sufficient to cover expenses by the established deadline, those Preconferences may be cancelled at the discretion of the Chairs. In that case, registrants will receive a complete refund.

Conference Expenses and Revenue

Net profit from the Conference shall be divided between the two Associations with OLA receiving 45% and WLA receiving 55%, excluding Preconference revenues. All expenses and revenue shall be shared equally by OLA and WLA, with OLA making an advance payment to WLA for 50% of any prepaid, signed contractual expenses or reimbursements paid out prior to the first day of the conference, as agreed upon by the Committee.

Preconference Expenses and Revenue

Net profit from Preconferences sponsored by units of both Associations shall be divided equally between the two Associations. Net profit from Preconferences sponsored by unit(s) of only one Association shall be credited to the affiliated Association. If either Association has an internal unit co-sponsoring a Preconference, each Association will handle their profit-sharing arrangement with their units outside of this Agreement. External co-sponsors, such as libraries or nonprofit organizations, receive no profit from Preconferences. WLA will receive Preconference administrative fees as compensation for WLA administrative staff and resource support.

Events Sponsored by Groups

Non-meal events, such as fundraisers, may be included in the Conference schedule and registration. Member and non-member planners of these events must coordinate all arrangements with the Committee. Sponsoring groups will be responsible for event costs, as agreed upon with the Committee.

Conference Website

There will be a single Conference website, hosted and developed by the WLA office and maintained by the Committee with the support of WLA staff. Designated Committee members will have password access to maintain web pages.

All registrations will be conducted online through the Conference website, with the option to be invoiced and mail in payment. On-site registration will be available at the Conference. WLA's software and staff will be used to manage all registrations in advance and on-site, with administrative support provided by OLA's Association Manager.

Conference Program Schedule

Information about all Preconferences, Sessions, and other Conference events will be included in the online and print programs. Primary contacts for each program must submit information to the Committee by the established deadline. The WLA office will coordinate the development and production of online and print programs. The Committee will approve the selected commercial printer as well as planned production costs.

Conference Website and Promotion

The Conference website shall include at minimum the Preconference and Conference program, attendee information and registration form, exhibitor/sponsor information and registration form, and hotel and travel information.

Conference promotional information shall be emailed by each Association to their membership and relevant groups within their respective networks. Each Association shall also use social media and other communication methods at their disposal to consistently promote the Conference.

The WLA office will work with the Committee to create an Exhibits and Sponsors prospectus to be hosted on the website and emailed to potential vendors and others.

Budget and Authorization of Expenditures

A Conference budget shall be developed by the Chairs with assistance from the WLA office. Both Associations' Boards must approve the budget.

Committee expenditures of up to \$50 that fall outside the final budget must be approved in advance by the Chairs. Once approved, the WLA office may be asked to pay the expenditure or the Committee member may submit receipts and a WLA reimbursement form signed by one of the Chairs or the WLA

Executive Director. Committee expenditures of more than \$50 that fall outside the final budget must go through a more formal approval process.

Conference Committee

OLA and WLA shall each have one member serving as: Conference Chair; Program Coordinator; Exhibits & Sponsors Coordinator; Communications Coordinator; Local Arrangements Coordinator; Volunteer Coordinator. Designated OLA and WLA staff serve on the Committee, and OLA and WLA Presidents serve as advisors to the Committee. Additional positions may be added to the Committee by mutual decision of the Chairs. Conference decisions are discussed and decided by the Committee. If the Committee should find itself at an impasse, final decision shall be made by the Committee Chairs.

Association President and Staff Support

OLA and WLA Presidents shall each receive up to 4 nights of Conference lodging, to be covered by the budget or via complimentary rooms negotiated in the hotel contract.

Lodging for Association staff shall be covered by the budget or via complimentary rooms negotiated in the hotel contract for the number of nights necessary to conduct their jobs.

Committee Member Support

Committee members may register for the Conference at the lowest rate offered student/retired/unemployed members.

If Committee members' employers are unable to cover travel expenses to participate in the one in-person Committee meeting, mileage costs for 100 or more miles per round trip will be reimbursed at the standard government rate. Subsequent Committee meetings will be conducted online.

After the Presidents' and staff lodging is covered, complimentary room nights that remain shall be provided to keynote presenters for whom lodging has been negotiated. If additional room nights remain, an equal number of up to 3 nights shall be offered to each of the Chairs. Any remaining room nights thereafter shall be distributed as determined by the Chairs.

Program and Presenter Selection

Session and Preconference proposals shall be chosen by a Selection Task Force comprised of the Chairs, Program Coordinators, and a selection of representatives from the internal units of each Association as determined by the Program Coordinators. The program selection process shall be managed by the Committee's Program Coordinators with assistance from the WLA office.

Keynote presenters and other special events at the Conference shall be decided by the Committee in consultation with relevant stakeholders. WLA office may provide assistance with keynote negotiations.

Contracts with Presenters

Speaker agreements will be required of all Conference presenters. All program details and presenter terms, including financial arrangements, must be included in the contracts. Committee Program Coordinators will work with the WLA office to manage this process.

If financial terms are required for any program, such as the payment of an honorarium or reimbursement of expenses, these terms must be included in the program proposal and the presenter contract must be signed by one of the Chairs or the WLA Executive Director. Financial terms for a program that arise after the proposal period may be considered at the discretion of the Program Coordinators.

Unless otherwise negotiated, all Conference presenters must register to attend the Conference unless they intend to provide their presentation only and will not be attending any other portion of the Conference. Presenters must make and pay for their own travel and lodging arrangements unless otherwise negotiated.

Presenter Compensation

There are limited funds in the Conference budget to pay session presenters. With few exceptions, sessions must be self-sustaining and assume all expenses. Honorariums shall not be paid to OLA or WLA members who serve as presenters.

There are no funds in the Conference budget to pay Preconference presenters. Preconferences must be self-sustaining and cover all costs including speaker fees and expenses

There are funds in the Conference budget to pay Keynote presenters' honorariums and/or expenses. Keynotes are defined as the presenters for major, all-attendee events.

Registration Refunds

The registration form shall include a cancellation deadline for requesting a refund. If canceled by the deadline, registrant will receive a full refund minus a \$20 administrative fee. If canceled after the deadline, registrant will receive no refund. Exceptions shall be at the judgment of the Chairs.

Ticketed Events

Ticketed events shall be included on the conference registration form. Details about separate ticketed events must be determined by the Committee. Registered attendees may purchase additional tickets for any ticketed event, subject to availability. Additional tickets must be purchased by the online registration deadline and will presumably not be available to purchase on-site at the Conference. However, in the event that extra tickets are offered to the Committee, on-site sales will be considered.

Award Recipients and Guests

Lunch will be provided for all award recipients and one guest of their choice, regardless of whether they have registered to attend the Conference. Additional award recipient guests who will not be registering for the Conference may purchase award lunch tickets by the online registration deadline. Extra tickets will presumably not be available to purchase on-site at the Conference. However, in the event that extra tickets are offered to the Committee, on-site sales will be considered.

Exhibitor, Sponsor, and Vendor Management

The WLA office will work with the Committee to manage Exhibitors and Sponsors, including creation of a prospectus and all related income and expenses. The WLA office will handle all purchase orders and vendor billings for the Conference.

Special Expenditures

Any expenditures not budgeted for but which either Association may wish to pay or reimburse on their own may be paid by either Association after the division of profits, at the discretion of the Conference Chair for either state.

Financial Management and Reports

All registration or other checks for the conference shall be made out to the Washington Library Association and sent to the WLA office, PO Box 33808, Seattle, WA 98133. WLA's bookkeeper shall

manage all Conference income and expenses through a designated OLA-WLA Conference class within WLA's accounting software.

The WLA office shall make fiscal reports to the Committee monthly, which may be shared with the OLA and WLA Boards. Once registration has launched, the WLA office shall include registration statistics in the monthly reports.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date set forth below.

Buzzy Nielsen

OLA President

Kate Laughlin

WLA Executive Director

Signature

Signature

Date

Date